

INSTRUCTIONS for preparing Computer Assisted Projection

Audiovisual equipment:

- The meeting room is equipped with a master computer, which shall be used for all presentations.
- Speakers will not be allowed to connect their own laptop to the video projector.
- Presentations must be PCs compatible (It is easier to transfer Mac formatted files to PC formatted files than otherwise).

Authorized PC formatted file support

- Speakers should bring to the symposium a backup copy of their presentation(s) on a PC formatted file support such as **USB key, CD-Rom, DVD, External Hard disk.**

Presentation Format

	Advised	Not advised
PowerPoint Software	Version 97, 98, 2000, 2001 or XP-2002 and 2003, Windows 2007	Keynote
Font	PC Fonts (Arial, Times,...); Wingdings for special characters and other sign	
Pictures	.jpg, .gif, .tif, or .bmp	.pict
Video files *	.mpg, .mpeg, .avi or DIVX	.mov (quicktime); DIVX 6 and over

* **Do not forget** to bring your video files with your final presentation onto PC formatted file support!

Tips to convert your files if you are a Mac user:

If you are using Keynote, you can save your presentation in PDF or PowerPoint by clicking on "Share". You may lose your animation and certain font if you are not using True Type Font.

You can use **QuickTime Pro** to convert your video files (QuickTime) without any loss of quality.

In the preview room, you can meet computer experts that can help you converting your files. Please, proceed to the preview room at least half a day before to leave enough time for file conversion.

Projection Format

- The projection format is in 4:3.

Sending your PowerPoint presentation file

➤ Please check the deadline to send your PowerPoint file. There will not be any deadline extension. After the deadline, you will be able to upload your presentation in the preview room at the Congress.

➤ **During the congress, speakers are requested to proceed to the preview room** at least half a day before their session (except on the first day of the congress) where they will be assisted by computer expert. Speakers will be able to upload or review/update their presentation(s).

Confidentiality

There is nothing to be returned or retrieved after your session. Unless otherwise instructed in the correspondence or on site, we would like to inform authors that their files will be automatically deleted from our system **AT THE END OF THE CONGRESS.**